



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 12792.1C (HDQ)

N1

22 Sep 2009

COMNAVCRUITCOM INSTRUCTION 12792.1C (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: CIVILIAN EMPLOYEE HEALTH AND WELLNESS PROMOTION
PROGRAM

Ref: (a) OPNAVINST 6100.2

Encl: (1) Voluntary Waiver for Participation
(2) Informed Consent for Participation

1. Purpose. To establish comprehensive health and wellness policy for Navy Recruiting Command (NAVCRUITCOM) headquarters federal service employees.

2. Cancellation. COMNAVCRUITCOMINST 12792.1B (HDQ).

3. Policy. Reference (a) provides Navy policy and procedures for the Health and Wellness Promotion Program. It is the policy of the Department of the Navy to maximize individual performance through programs of physical fitness, the maintenance of good health, and the prevention of disease.

4. Responsibilities

a. Employees:

(1) May participate in a self-administered health and wellness program on a voluntary basis.

(2) Will submit enclosures (1) and (2) to their immediate supervisor for approval prior to participation in the program.

b. Immediate supervisors are responsible for:

(1) Encouraging employee participation in the Health and Wellness Promotion Program.

(2) Final approval of the time frames allowed for physical training.

(3) Monitoring employees' adherence to the authorized times established for physical fitness activities.

(4) Rescheduling the physical fitness activity to another time/day within the same week when high priority work requirements emerge.

(5) Revoking the privilege of participation in the program for employees who are found abusing that privilege by not adhering to the program (i.e., using the time for purposes other than physical fitness).

(6) Providing copies of enclosures (1) and (2) to the Activity Health and Wellness Promotion program coordinator.

c. The NAVCRUITCOM headquarters Health and Wellness Promotion program Coordinator will:

(1) Plan and provide periodic educational programs for civilian federal service employees in accordance with reference (a).

(2) Provide advice and guidance to employees and managers consistent with this instruction.

(3) Administer, monitor, and evaluate the NAVCRUITCOM headquarters Health and Wellness Promotion program.

d. Commander, Navy Recruiting Command:

(1) Is committed to and will coordinate health and wellness activities within NAVCRUITCOM to promote the health and wellness of civilian employees.

(2) Authorizes up to three hours per week, during time periods established by the supervisor, of excused absence for civilian employee participation in physical fitness activities. These periods may not be combined on the same day.

(3) Designates the Director, Civilian Human Resource Liaison Division (N12) as the NAVCRUITCOM headquarters Activity Health and Wellness Promotion Coordinator.

/s/
R. R. BRAUN

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Voluntary Waiver for Participation

I, _____, request permission to participate in the Civilian Employee Health and Wellness Promotion program at my own risk. In consideration of my acceptance, as a participant, I, for myself, my heirs, executors and administrators, waive and release any and all claims and rights for damages I may have or hereafter may accrue against the U.S. Navy, except for benefits normally accrued under Workmen's Compensation.

I attest and verify that I am physically able to take part in this program. I am aware that I should consult a physician prior to undertaking any physical fitness program.

Signatures: Employee_____ Date_____

Witness_____ Date_____

Witness_____ Date_____

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Informed Consent for Participation

I, _____, desire to participate voluntarily in the Civilian Employee Health and Wellness Promotion program to improve my general well being to become a more productive, energetic, and supportive employee. I request participation to be effective _____.

I understand that this program:

1. Is voluntary.
2. Provides me an opportunity for exercise and Health and Wellness Promotion Education.
3. Enables me to exercise up to three hours per week.
4. Includes my workout and clean-up time.
5. Empowers me to plan, execute, and manage my own exercise options within the imposed constraints listed above and my job workload.
6. Empowers my supervisor to know my exercise options and hold me to them.

The periods I plan to use to "workout" are as follows:

1. Monday Tuesday Wednesday Thursday Friday
(Circle the appropriate periods.)
2. During the hours of: _____ - _____

I further understand that I must report promptly to my supervisor any problems or constraints associated with my ability to participate in this program. I will work closely with my supervisor to ensure full understanding of my exercise options is sustained.

I have read and understand the entire contents of this consent form. My questions have been answered to my satisfaction.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Approved

Denied